

Department of Administration

General Services Division

Marvin Eicholtz, Administrator

444-3119 meicholtz@mt.gov

January 2009

Facilities Management

DP 603 (A-175) – Facilities contract services increases

- Service contracts to be rebid in FY 2010
- Expected inflationary increases of 4% to 10%
- Reason: increased business costs including prevailing wages and insurance
- Requesting \$447,000 proprietary fund increase
- Increases office sq ft rate \$0.215 in FY2010 and \$0.232 in FY 2011

Facilities Management

DP 604 (A-175) – Water & sewer cost increases

- City of Helena projecting their water rate to increase 4.1% in FY 2010 and 5% in FY 2011
- City of Helena projecting their sewer rate to increase 5% in 2010 and 5% again in 2011
- Requesting \$19,000 proprietary fund increase
- Increases sq ft office rate \$0.009 in FY 2010 and \$0.01 in FY 2011

Facilities Management

DP 606 (A-175) – Leasing assistant

- Program manages 380 lease contracts statewide
- Manages 1.2 million sq ft of state owned space
- This request will support agency leasing officer
- Requesting \$117,000 proprietary fund increase
- Increases sq ft office rate \$0.052 in FY 2010 and \$0.049 in FY 2011

Facilities Management

DP 612 (A-175) – Seasonal worker wage increase

- For part-time workers hired for snow removal and landscape work
- Unable to recruit at current wage
- Private sector rate range is \$12 - \$15/hr
- Requesting \$17,000 proprietary fund increase
- Increases the grounds rate \$0.009 in FY 2010 and FY 2011

Facilities Management

DP 615 (A-175) – Assume maintenance of old State Fund building – Sept 2010

- Requesting \$226,000 for FY 2011 including:
 - Utilities: \$80,250
 - Service contracts: \$45,700
 - Carpet and painting: \$50,000 (one time only)
 - one FTE: \$50,050 to address workload increases
- Increases rate \$0.189/sq ft in FY 2011

Facilities Management

DP 616 (A-175) – Assume maintenance for the new ITSD enterprise center – Fall 2010

- Requesting \$449,000 for FY 2011 including:
 - Utilities: \$260,000
 - Service contracts: \$139,000
 - one FTE: \$50,000 to address workload issues
- Increases office sq ft rate \$0.374/sq ft in FY 2011

Facilities Management

Rates requested (A-176)

	<u>FY2010</u>	<u>FY2011</u>
Office rent (per sq ft)	\$8.869	\$9.002
Storage rent (per sq ft)	\$4.804	\$5.01
Project management	15%	15%
Project management-contract	5%	5%
Grounds maintenance	\$0.541	\$0.543

Print & Mail Services

DP 605 (A-179) – Session costs and overtime

- Costs not in the basis year budget
- Requesting \$311,700 proprietary fund increase print and mail services in support of the FY 2011 session
- Request will have no impact on rates

Print & Mail Services

DP 607 (A-179) – Print/Mail equipment replacement

- Requesting \$211,700 in proprietary funds to replace the following equipment:
 - Quickmaster press in FY2010
 - Inserter in FY 2010
 - Plate maker in FY2011
 - Pressure Sealer in FY2011
- Current equipment is fully depreciated and obsolete

Print and Mail Services

DP 607 (A-179) – Equipment replacement

- Rate increase for Quickmaster press per impression:

1-20	\$0.0014
21-100	\$0.0006
101-1000	\$0.0003
1001-5000	\$0.0001
5000+	\$0.0001

- Inserter rate increase: \$0.009 per piece

Print & Mail Services

DP 607 (A-179) continued

- Rate increase for Plate Maker:

Plate Size	Per plate increase
8 ½ x11	\$0.21
11x17	\$0.24

- Pressure sealer – no rate impact

Print & Mail Services

DP 608 (A-179) – High speed copier lease

- Requesting \$70,000 proprietary funds to lease copier
- Replaces two obsolete duplicators and a platemaker
 - Five year operating lease: \$35,000/yr
 - Better technology - eliminates plates and chemicals
 - Efficient - Files download directly to copier for print

Print & Mail Services

Rate impact of copier lease:

Impressions	Rate increase
1-20	\$0.0049
21-100	\$0.0021
101-1000	\$0.0012
1001-5000	\$0.0005
5000+	\$0.0002

Print & Mail Services

DP 613 (A-179) – Mail sort equipment replacement

- Requesting \$168,300 in proprietary funds to replace mail sort equipment
 - Completes the mail sort and barcode process
 - Provides postage discount for automated mail
 - Current mail sort system is 16 yrs old
 - Increases rate \$0.009/mail piece

Print & Mail Services

Requesting rate approval for Print & Mail Services rates on pages A-181, A-182, A-183

Property & Supply-Central Stores

- DP 614 (A-185) – Vehicle replacement - **cancelled**
- Requesting the Central Stores rate to remain the same
- Rate: a maximum markup of 25% on cost of goods sold

Surplus Property

- DP 609 (A-189) – Replacement equipment – **cancelled**
- DP 618 (A-190) – Transfer 2 vacant FTE – \$144,000 proprietary fund reduction
- Issue (A-188) – Surplus Property is not self-supporting with the current rate structure
 - Plan to increase rates to be self supporting
 - Earlier solution was to use rebate money deposited in the GF to supplement the program
 - Idea cancelled due to declining state revenues